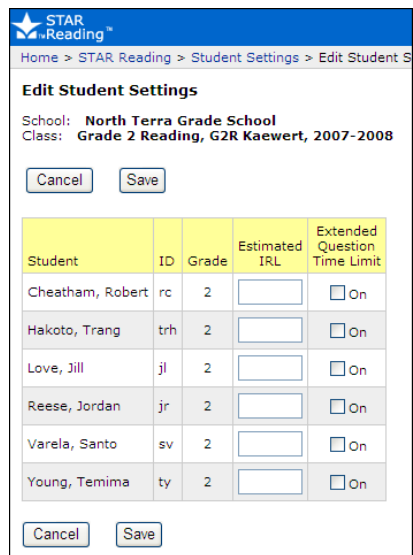


Adjust the Student Settings

The starting level for a student's first STAR Reading test is based on the student's grade unless you set an Estimated Instructional Reading Level to change it. You can also triple time limits for students with special needs.

1. Go to your Home page and click **Student Settings** in the list of STAR Reading tasks.
2. The View Student Settings page will appear. If necessary, use the drop-down lists to choose the school and class.
3. Click **Edit**.
4. On the Edit Student Settings page, enter Estimated IRLs for students who need them. To turn on the extended time limit for a student, check the **On** box.
5. Click **Save**.
6. When you've finished, click **Done**.



Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Cheatham, Robert	rc	2		<input type="checkbox"/> On
Hakoto, Trang	trh	2		<input type="checkbox"/> On
Love, Jill	jl	2		<input type="checkbox"/> On
Reese, Jordan	jr	2		<input type="checkbox"/> On
Varela, Santo	sv	2		<input type="checkbox"/> On
Young, Temima	ty	2		<input type="checkbox"/> On

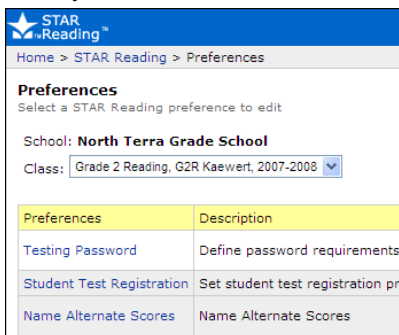
Set Preferences

The STAR Reading Preferences page lists the preferences and their current settings for the selected school.

- **Testing Password:** Use this preference to require your test monitors to enter a password before testing. You can also use it to set the monitor password (can only be set by administrator users).
- **Student Test Registration:** Usually, students can test as long as they are enrolled in a STAR Reading class. However, you can use this preference to require that students be registered before they can take a STAR Reading test (can only be set by teachers).
- **Name Alternate Scores:** Use this preference to give the Alternate Score (Alt. Score) and Alternate Zone of Proximal Development score (Alt. ZPD) different headings on reports (limited to 10 characters).

To edit the preferences:

1. Go to the Home page and click **Preferences** in the list of STAR Reading tasks.
2. The Preferences page will appear. If necessary, use the drop-down lists to choose the school and class.
3. Click the preference you want to change.
4. On the next page, make the changes you want and click **Save**.
5. When you've finished, click **Done**.

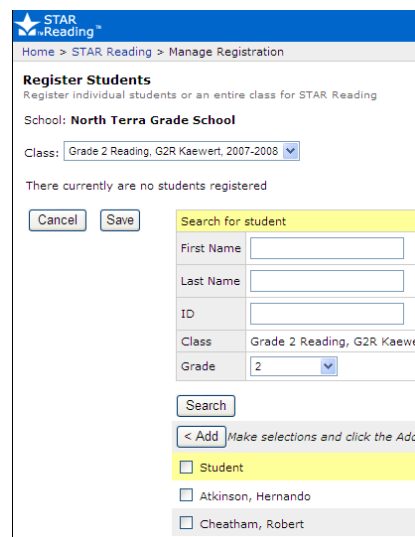


Preferences	Description
Testing Password	Define password requirements
Student Test Registration	Set student test registration pr
Name Alternate Scores	Name Alternate Scores

Register Students for Testing

If registration is required for testing (see the previous section), you must register your students before **each** of their STAR Reading tests. Follow these steps:

1. Go to your Home page and click **Registration** in the list of STAR Reading tasks.
2. The Register Students page will appear. If necessary, use the drop-down lists to choose the school and class.
3. The page will list all students who are currently registered for testing. To remove a student from the list, click **Remove** in the row for that student.
4. To register students for testing, you must first search for them. Fill in the blanks or use the drop-down lists to narrow the search. Then, click **Search**.
5. Check the box by each student you want to register. Then, click **< Add** to move them to the list on the left.
6. When the list on the left is complete, click **Save**.



Search for student

First Name:

Last Name:

ID:

Class: Grade 2 Reading, G2R Kaewert, 2007-2008

Grade: 2

Search

< Add Make selections and click the Add button

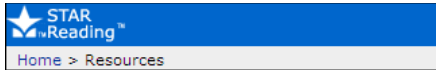
☐ Student

☐ Atkinson, Hernando

☐ Cheatham, Robert

Navigate Using the Software's Links

Use the links in the software, not the browser's Back button, to move to a different page in the software. At the top of every page, you'll see links that show which pages you've visited since you last left the Home page.



Log In Students

To log in before testing, students follow these steps:

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

Note: Students who don't remember their user names can click **Find User Name** and search for their name. However, they must know their password.

To get a list of students' user names and passwords, print the Student Information Report.

Test Students

Students follow these steps to take a test:

1. On the student's Home page, click **Take a Test** under the STAR Reading tab.
2. If the student is asked to choose the class, click the class name.
3. On the next page, click **Start**.
4. If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, click **OK**.
5. The practice session will start and present the student with a few simple questions.

Below each question are three or four possible answers. The student can choose an answer by pressing the **1**, **2**, **3**, or **4** keys on the keyboard. The blue circle that appears around the selected answer does not mean the student has chosen the correct answer; it simply shows which answer the student chose. The student can change his or her answer by pressing a different key. When the student is satisfied with his or her answer, the student can press the **Enter** key (Windows®) or the **return** key

(Macintosh®) to go on to the next question.

Students must answer three practice questions correctly before they can go on to the actual test.

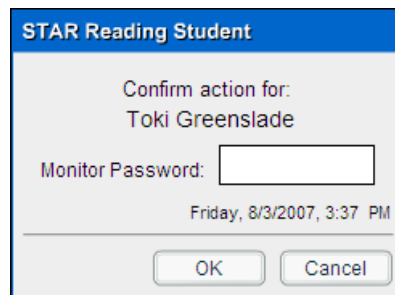
6. If the student passes the practice session, the actual test will begin. The test questions are similar to the practice questions. The numbers in the upper right corner of the screen show how many questions the student has answered and how many remain.

The program will notify the student when the test is over. Then, it will log the student out so that the next student can log in.

Resuming an Unfinished Test

If a student loses connection to the server, he or she can log in and resume where the test was left off.

1. The student logs in to the program to take a test.
2. On the STAR Reading Student page, click **Start**.
3. Enter the monitor password, and click **OK**.



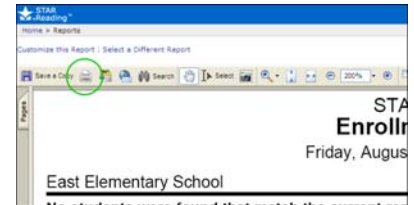
A message will say "Resuming incomplete test," and then the student can finish taking the test.

Printing Reports

1. Go to your Home page and click **Reports** in the list of STAR Reading tasks.
2. In the list of reports, click the report name.
3. If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.

4. When you generate STAR Reading reports, they open in the Adobe® Reader. To print them, use the Adobe Reader print button circled below, not the browser's print button.

Macintosh: If the report opens in Preview, click the **File** menu and choose **Print**.



Need Help?

- **Online Help.** Click **Help** in the upper-right corner of any page to display a sidebar containing more information about that page.
- **Manual.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Software Manual*, *STAR Reading RP Software Manual*, and other documents.
- **Resources.** Click **Resources** under the STAR Reading tab on the Home page to access conversion charts, definitions, and pretest instructions, along with the STAR Reading software and technical manuals.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the Web at <http://support.renlearn.com/techkb/> for technical support information.
- **Email.** *General questions:* answers@renlearn.com. *Technical questions:* support@renlearn.com.
- **Phone.** Call (800) 656-6740 to talk to a Renaissance Place Coordinator. Outside the US, call 1.715.424.3636.